

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, FEBRUARY 18, 2021 AT 10:00 A.M. ZOOM MEETING

President Michael Stotter called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 10:00 a.m. on Thursday, February 18, 2021 via ZOOM.

ROLL CALL: Present: Michael Stotter, President
Loran Shlevin, 1st Vice President
Clay Dunning, 2nd Vice President
Liz Bradner, Treasurer/Secretary
Barbara El-Baroudi, Director

Absent: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations (arrived 10:28 am); Rick Chakoff, Chief Financial Officer; Mark Marlatte, Building Maintenance Manager; Rebecca Pollon, Landscape Manager, and Anne Paone, Administrative Secretary.

Mutual Attorney Melissa Ward also attended.

There were 12 residents in attendance.

Mr. Stotter asked Melissa Ward to conduct the meeting.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting: January 21, 2021

Mr. Stotter moved to approve the consent calendar as presented. Ms. Bradner seconded and the motion carried without dissent.

RESIDENTS' FORUM

Resident stated he had trouble getting on to Zoom last meeting, but it was okay this time.

LANDSCAPING REPORT – Rebecca Pollon/Michael Stotter

Ms. Pollon reported The MOD crew is doing plant replacement on Tice Cree at E17. They will hold off on Tice Creek, E6-1 for now Tice Creek A-E is having plant replacements. They will try to finish by April 1st. The landscape committee will work with Ms. Pollon to assess projects.

BUILDINGS AND FACILITIES REPORT – Mark Marlatte, Bldg. Maintenance Mgr.

Mr. Marlatte reported as follows:

2021 PREVENTITIVE MAINTENANCE AND RESERVE PROJECTS

1. Carpentry and Painting Maintenance
 - Carpentry PM and Painting is on Leisure Lane and Tice Creek Drive.
2. Roofing Program
 - Ten buildings going out to bid.
3. Bridge and stair Replacements
 - None at this time.
5. Deck Coating
 - Scheduling as required in P.M. area and as needed.
6. Appliance Replacements
 - Appliance replacements for the month of December was \$40,195.00
7. Roof and Gutter Cleaning
 - Please call the order desk for roofs or downspouts that need to be cleaned.
8. Manor Lube
 - Manor Lube program is appx. 94% complete.
9. Paving and seal coat
 - Done for 2020.

Carpenters are on Singingwood and are working on the attic separators. Once it gets warm, they will move back with the painters.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the January financials are not closed yet. The December financials showed a \$390,00 deficit to budget. This was mostly due to plumbing, insurance, and utilities.

Insurance will come in under budget.

Ms. Bradner reported there is approximately \$144,000 in delinquencies. The top 11 account for \$108,00 of that amount. We send delinquency letters and the Board calls members to Hearings. Other receivables consists of 3rd party billing, which happens when a resident causes damage to Mutual property. They generally send it to their insurance company. We bill the resident when the work is complete.

There was no sales report available.

MOD REPORT – Paul Donner

Mr. Donner reported that MOD is still closed, but is fully staffed. The buildings are closed to residents. They can use drop boxes, email, or call MOD. People are getting vaccinated. We are following the county guidelines. We want the staff vaccinated, too.

PRESIDENT'S REPORT

No report.

UNFINISHED BUSINESS

Financial Task Force: Mr. Dunning sent the Board a proposed charter. There was discussion regarding more specifics that should be addressed. What is the purpose? How often should they meet? What is the final objective?

Mr. Dunning stated it is not intended to be limited. The Task Force would report to the Board in writing, not less than quarterly. The goal is to look for improvements. They would address the creation of a budget and the process.

Ms. Bradner stated they could identify problems and make adjustments.

Mr. Dunning moved to approve the Charter as submitted. Ms. Bradner seconded. The motion failed with a vote of 2-3. (Stotter, Shlevin, El-Baroudi)

Ms. Shlevin moved to place the Financial Task Force on the next agenda under Old Business and on every meeting thereafter until the particulars are decided. Any drafts are to be provided to the Board prior to the meetings. Mr. Dunning seconded and the motion carried 3-2. (Stotter, El-Baroudi)

NEW BUSINESS

None

ANNOUNCEMENTS

Ms. Paone announced the next regular meeting is on February 18, 2021.

ADJOURNMENT

Having no further business, the Board adjourned the meeting at 10:52 a.m.



Anne Paone, Assistant Secretary
Second Walnut Creek Mutual